

**MINUTES OF THE  
September 27, 2017  
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING  
Called by the Commission**

The regular meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on September 27, 2017 in the Executive Conference Room of the Urbana City Building.

**Commission Members:** Present: Thomas Betz, Tracy Nally and Marion Knight

**Staff Present:** Elizabeth Borman, Assistant Human Resources Manager; Celeste Choate, Executive Director of the Urbana Free Library.

**Proceedings**

Commissioner Knight called the meeting to order at 4:01 p.m. and Ms. Borman recorded the minutes. A quorum of commissioners were present, and the meeting, having been duly convened, was ready to proceed with business.

**Approval of Minutes**

Staff presented to the Commission the minutes of the July 26, 2017 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted, the minutes were approved as presented.

**Additions to the Agenda**

None

**Public Participation**

None

**Action Items**

- A. Request to establish new classification for Information Technology Assistant (Urbana Free Library).

Staff requested the Commission approve a new classification of Information Technology Assistant. Commissioner Betz inquired of the need for the position and the possibility of job-sharing with the City. Motion to approve duly made by Commissioner Nally, seconded by Commissioner Betz and unanimously adopted.

- B. Request to approve continuous register for Financial Services Coordinator.

Staff requested the Commission establish a continuous eligibility register for Financial Services Coordinator based on minimum qualifications until a satisfactory pool has been achieved. Motion to approve duly made by Commissioner Nally, seconded by Commissioner Betz and unanimously adopted. City staff will update the Commission on the status of this register.

**Informational and Discussion Items**

- C. Staff provided updates on recent updates regarding employment actions.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 4:14 p.m.

Respectfully submitted,  
Elizabeth Borman, Recording Secretary